

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DCLR-10 (Rev. 08-2010)
State of Wisconsin
Office of State Employment Relations

1. Position No. 332967	2. Cert / Reclass Request No. 16-0053	3. Agency No. 437
4. NAME OF EMPLOYEE		5. DEPARTMENT, UNIT, WORK ADDRESS WI Department of Children and Families Division of Management Services/Bureau of Information Technology Services/KIDS Section 212 E Washington Ave Madison WI 53703
6. CLASSIFICATION TITLE OF POSITION IS SYSTEMS DEVELOPMENT SERVICES SPECIALIST		8. NAME AND CLASS OF FORMER INCUMBENT Mark Vian, IS Systems Development Services - Senior
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)		10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
9. AGENCY WORKING TITLE OF POSITION Web Developer/Lead		12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Anne Hegarty, IS Supervisor II		
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).		
14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:		

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	SEE ATTACHED	

16. SUPERVISORY SECTION – TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See instructions on Page 2.)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- ☐ P-FILE ☐ OFFICE OF STATE EMPLOYMENT RELATIONS ☐ EMPLOYEE ☐ DEPARTMENT ☐ CERT REQUEST COPY

POSITION SUMMARY

This position performs under general guidance and is the project leader for the development and maintenance of the DCF KIDS Information Data System. This position is responsible for ensuring the continued successful maintenance and enhancement of this system.

The project leader is responsible for working with customers and BITS or vendor staff to maintain and enhance systems, acting as technical liaison between customers and vendor staff. This position functions as system expert for planning and implementing system changes, testing and approving work of other BITS or vendor staff prior to implementation of system changes. The project leader tracks problem resolution, providing technical and system specific information and advice for both customer and vendor staff, investigating and analyzing system problems and designing solutions. The project leader is responsible for the analysis, design, construction and implementation of system enhancements.

The project leader is responsible for the ongoing coordination and review of the work of other systems and programmer analysts, including assigning work and evaluating the performance of work. In addition, the project leader serves as a liaison between application and technical support staffs. The project leader also assists management in planning, preparing reports of a technical nature, serving on agency committees and maintaining proficiency in computer software and hardware and training junior programmer/analysts.

Time % Goals and Worker Activities:

40% A. Leadership of project leaders and programmer/analysts in BITS Development and Maintenance projects.

- A1. Interact with clients to ensure that the system product will meet requirements.
- A2. Prepare system development plans using automated project management tools to ensure that project staff and management have a clear understanding of project direction.
- A3. Create or assist in Work Breakdown Structures (WBS) and other project documentation.
- A4. Complete project planning, estimating, defining deliverables and milestones.
- A5. Direct and monitor project plan activities, evaluating and reporting accomplishments.
- A6. Assign tasks and responsibilities.
- A7. Prepare status reports for management to highlight progress, identify obstacles, and recommend action in meeting project schedules.
- A8. Interact with technical support, operations and outside vendor staff to ensure coordination of their efforts with project team efforts.
- A9. Orient, direct, and guide project staff to ensure that their efforts coincide with project expectations.
- A10. Participate in management and peer group reviews to ensure the quality of the system project and to obtain required sign-off.
- A11. Identify software/hardware needs and lead or participate in efforts to procure software and hardware to support the development and operation of the system.
- A12. Review system design and programming efforts for project staff needed to ensure compliance with standards, consistency with system concepts, accuracy and quality.
- A13. Coordinate the development of the system with other existing and developing systems to ensure the systems are integrated and compatible.
- A14. Prepare special conceptual reports and management presentations to concisely inform

management and other interested parties of system capabilities.

- A15. Initiate and lead training programs, on application area or technical topics tailored to the needs of analysts assigned to the KIDS system.
- A16. Provide individual assistance to project team programmers using new or unfamiliar software.
- A17. Train project team programmers in the functions of the KIDS Systems as well as software used in the design of the system.
- A18. Perform follow-up reviews of existing KIDS systems and recommend enhancements.
- A19. Negotiate priorities and target dates with customers.

35% B. Provide advanced level Web development technical services throughout the systems development life cycle.

- B1. Analyze client information to identify the key requirements in clear, concise statements using structured and/or object oriented analysis techniques.
- B2. Analyze alternative methods of meeting client information requirements to determine the most feasible and cost beneficial method of meeting the requirements.
- B3. Document the system design using structured and/or object oriented design techniques to permit management and peer group review of system development and/or system enhancements.
- B4. Design very complex aspects of system (such as the database or teleprocessing needs) in conjunction with technical support staff to ensure that the design will meet user requirements while also meeting requirements for system integrity and auditability, and meeting objective for data and network sharing.
- B5. Establish a testing methodology to assure that all portions of the system are thoroughly tested and acceptable to clients and BITS prior to implementation.
- B6. Write or modify highly complex computer programs with Microsoft Web applications development software, tools and environment such as Visual Basic, VB.Net, ASP.Net, .Net Framework, Visual Studio, JavaScript, Web Services, Stored Procedures, CSS, C#, Ajax, XHTML, and HTML in a Microsoft Web development environment using components such as IIS, COM+, DB2 Connect, Team Foundation Server and interfacing with COBOL, CICS programs utilizing DB2 and Oracle Relational DataBase Management Systems and/or current application development software.
- B7. Ensure Web applications and interfacing systems are seamlessly integrated.
- B8. Debug difficult system problems to avoid long delays in system testing.
- B9. Ensure Web applications meet accessibility requirements.
- B10. Establish the means for training end users, and operations staff to ensure that operation roles are understood.
- B11. Establish the means for conversion from the existing automated or manual system in order to provide continuity of client functions and avoid unnecessary disruption.
- B12. Ensure required systems documentation is developed according to shop standards
- B13. Ensure correct and effective operation of critical systems by timely - often immediate - response to system malfunctions and problems; respond to client's problems, requests and plans in a timely manner.
- B14. Prepare inputs to budget requirements for continued operations of systems.

B15. Assist in prime shift and non-prime shift on-call KIDS section support.

10% C. Management and coordination of assigned staff.

- C1. Assist with the interviewing and selection of applications team staff members.
- C2. Conduct orientations of new staff and ensure that a customized training plan is prepared and carried out.
- C3. Develop staff backup for critical functions in assigned systems.
- C4. Assign staff to projects in accordance with client priorities.
- C5. Review and critique the work of assigned staff through periodic status reports and in person meetings.
- C6. Assist in preparing and conducting annual evaluations for assigned staff including development of a training plan and the next year's goals and objectives.
- C7. Identify and assist general and specific staff concerns and initiate appropriate actions to resolve concerns where possible.
- C8. Recommend desirable training and classification actions -whenever possible through awareness and judgment.
- C9. Assist in maintaining high staff morale and productivity and reducing turnover.
- C10. Serve as backup to Unit Supervisor.

5% D. Participation in BITS administrative efforts.

- D1. Propose and support standards, procedures, guidelines and techniques to improve the overall effectiveness of BITS.
- D2. Interact with other BITS staff in staff meetings, in providing status reports, in preparing proposals for consideration and in peer group review of other systems.
- D3. Review project staff time reports to assure accuracy in recording their efforts.

5% E. Consultation and Collaboration with BITS and other DCF staff.

- E1. Interact with other DCF BITS staff and clients to explain project directions and concepts in the system under development.
- E2. Provide informed objective advice to client management to assist them in making intelligent decisions relating to system options.
- E3. Consult with other BITS staff on a limited basis to assist them in project efforts.

5% F. Interchange of information beneficial to DCF Information Technology.

- F1. Attend appropriate training courses, conferences and seminars and read technical publications to maintain a high level of knowledge concerning data processing and system development methods.
- F2. Represent unit of task forces or special committees to contribute to the understanding of the group and to gain knowledge of their perspectives.
- F3. Participate in activities of professional, technical and user associations to contribute to development of the KIDS system.

Knowledge, Skills, and Abilities:

1. Ability to prepare development plans using automated project management tools.
2. Ability to effectively interact with clients, technical support, operations and outside vendor staff.
3. Ability to orient, direct and guide project staff.
4. Ability to identify software and hardware needs and lead efforts to procure software and hardware to support the development and operation of the system.
5. Ability to review system design to ensure compliance with standards and guidelines for quality and accuracy.
6. Ability to coordinate development and integration of a system with other existing and developing systems.
7. Ability to train, inform and direct staff in the use and function of systems and unfamiliar applications tools.
8. Ability to review and verify technical feasibility and performance impacts of new and modified systems.
9. Ability to prepare conceptual reports and concise management presentations.
10. Ability to identify priorities and establish target dates.
11. Ability to analyze client information to identify the business requirements in clear, concise statements using structured and or object oriented analysis techniques.
12. Ability to analyze alternative methods of meeting client business requirements to determine the most feasible and cost beneficial method of meeting the requirements.
13. Ability to document the system design using structured and or object oriented design techniques using system development tools and methodologies.
14. Ability to provide technical expertise in the design of complex aspects of systems.
15. Knowledge of testing methodology.
16. Advanced skills in writing or modifying highly complex web application software including Visual Basic, VB.Net, ASP.Net, .Net Framework, Visual Studio, JavaScript, Web Services, Stored Procedures, CSS, C#, Ajax, XHTML, and HTML in a Microsoft Web development environment using components such as IIS, COM+, DB2 Connect, Team Foundation Server and interfacing with COBOL, CICS programs utilizing DB2 and Oracle Relational DataBase Management Systems.
17. Advanced knowledge of web application software, tools and environment including Visual Basic, VB.Net, ASP.Net, .Net Framework, Visual Studio, JavaScript, Web Services, Stored Procedures, CSS, C#, Ajax, XHTML, and HTML in a Microsoft Web development environment using components such as IIS, COM+, DB2 Connect, Team Foundation Server and interfacing with COBOL, CICS programs utilizing DB2 and Oracle Relational DataBase Management Systems.
18. Ability to identify and investigate system development/enhancement and performance issues.
19. Ability to lead complex IT projects
20. Ability to provide support and guidance to programmers in the design, development and implementation of new technology application systems.
21. Knowledge of software development environments including test, development, training, and production.
22. Ability to analyze and evaluate IT project proposals and requests for conformity with applicable long and short range plans.
23. Ability to analyze and evaluate system modifications to ensure that accurate programming specifications are met.
24. Advanced skills in debugging complex system problems.
25. Ability to analyze and troubleshoot complex software integration problems.
26. Knowledge of the System Development Life Cycle.
27. Ability to provide on-call support.
28. Excellent mastery of oral and written communications.
29. Organizational and time management skills.
30. Knowledge of project/work plan development and management.
31. Knowledge of project management methods.
32. Ability to orient new staff to organization standards and procedures.
33. Ability to constructively evaluate and critique staff performance.
34. Ability to work in teams.